



**FISCAL ANALYST 2**  
**South Puget Sound Region**  
**Recruitment # 2006-09-6392**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

<b>Job Classification:</b>	Fiscal Analyst 2
<b>Type of Position:</b>	This is a permanent position. (This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment. )
<b>Monthly Salary Range:</b>	\$2774 – \$3540
<b>Benefits Package:</b>	Health and dental insurance, retirement pension, vacation, sick leave and holidays
<b>Posting Date:</b>	September 18, 2006
<b>Closing Date:</b>	October 2, 2006
<b>Location:</b>	Enumclaw WA

**POSITION PROFILE**

Acts as the Senior Financial Specialist for the South Puget Sound Region office. Oversees day-to-day operations and processes that include budget, accounts payable, accounts receivable, daily deposits, payroll and petty cash accounts. Acts as region lead for submitting and reconciling the annual inventory. Acts on behalf of the Region Business Assistant during his absence. This position supervises 2 fiscal technicians.

**REQUIRED POSITION QUALIFICATIONS**

- Ability to develop and utilize expenditure tracking systems
- Ability to analyze and interpret accounting data
- Ability to reconcile payroll and accounting (payables and receivables) functions
- Ability to interpret and implement OFM and state agency policies, rules, and administrative regulations

This level of knowledge and skill is typically achieved with:

A Bachelor's degree with major study in accounting, finance, or business administration; and one to three years of supervisory experience.

**DESIRED POSITION QUALIFICATIONS**

- Consistently provide products and services that meet the expectations of the customers
- Basic Computer Skills, including proficiency in Excel, Word, and SAP software
- Supervisory experience
- Seeks opportunities to improve, streamline, or re-invent work processes
- Clearly and effectively communicate with individuals and groups
- Anticipate, assess, respond to changing customer needs

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.
- Majority of work is conducted in an office environment. Incumbent is occasionally required to adjust work schedule to accomplish tasks.

## WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

## APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your cover letter how you learned of this opportunity.
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

### E-mail (preferred method)

Gretchen.murray@wadnr.gov

### US Mail

WA DNR  
950 Farman Avenue N  
Enumclaw, WA 98022

**NOTE:** Please indicate **Fiscal Analyst, Recruitment #2006-09-6392** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Gretchen Murray at (360) 802-7026 or e-mail us at [DNRrecruiting@wadnr.gov](mailto:DNRrecruiting@wadnr.gov).

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